



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
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FORT DIX, NEW JERSEY 08640-5606

ARMY BULLETIN NO. 9

21 March 2006

**UTILIZATION OF COMMERCIAL BUS CARRIERS FOR GROUP
TRANSPORTATION (USPFO-SSD-T)**

1. Supply Information Letter Number 04-5, dated 26 February 2004, is rescinded.
2. Purpose: to provide information regarding the proper procedure for the utilization of commercial bus carriers for group transportation.
3. The USPFO-Supply & Services Division-Transportation Office (USPFO-SSD-T) is responsible for procurement of charter buses for troop movements as directed by the J3-T Office. Once charter bus transportation has been arranged, USPFO-SSD-T will provide a letter of confirmation to the traveling unit. It is the responsibility of the S4 to review the information and disseminate to the designated group leaders.

4. Responsibilities of group leaders:

- a. The appointed group leader should be a senior ranking responsible member.
- b. The group leader serves as an intermediary between all members of the group, carrier representatives and USPFO-SSD-T.
- c. Maintain an accurate roster of occupants.
- d. Any problems or changes encountered during the group travel should be reported to USPFO-SSD-T.
- e. Take note of the condition of the carrier equipment both en route and returning from destination. Be sure to inform the carrier representative of existing damages or newly inflicted damages.
- f. Ensure proper loading of baggage, equipment and weapons. Complete USPFO-NJ Form 7-36-R and return to USPFO-SSD-T within five business days following completion of duty.

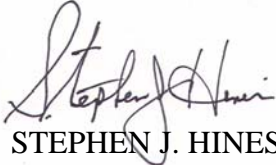
5. Procedure for changes to secured transportation arrangements:

- a. **DURING BUSINESS HOURS:** The traveling unit must notify the J3-T representative immediately of any changes or cancellations to scheduled charter service. In the event that the J3-T cannot be reached, immediately report changes to USPFO-SSD-T at 609-562-0230/0265.
- b. **OFF DUTY HOURS:** Changes to existing chartered bus itinerary are allowed during non-official duty hours, e.g. weekends beginning at 1700 on Fridays until 0730 on a working Monday. Call the 800 number provided for the moving unit on the charter information letter. The traveling unit is encouraged to make changes previously arranged by USPFO-SSD-T that

may affect funding, e.g. changes in passenger count; dates and time; cancellation of all or part of arrangements.

c. The traveling unit must complete a USPFO form 7-36-R for each unit/company and forward the completed form to USPFO-SSD-T within five business days of the charter.

OFFICIAL:

A handwritten signature in dark ink, appearing to read "Stephen J. Hines", is written over a light gray rectangular background.

STEPHEN J. HINES
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DISTRIBUTION: A, A2, B, C

REPORT OF COMMERCIAL BUS SERVICE						
Name of Unit:		Group Leader:		Telephone #-		
Command Name:		Bus Company:		# of Buses:		
Origin:		Destination:		Pick Up:		
Depart Date:		# of PAX:	Return Date:		# of PAX:	
					YES	NO
Bus spotted at pickup location prior to scheduled departure.						
Carrier personnel was courteous and helpful.						
Carrier personnel was cooperative concerning changes or delays.						
Carrier kept group informed of any irregular events or changes.						
Interior and exterior of bus was clean.						
Clean lavatory available with sufficient supplies.						
Equipped with first aid kit.						
Properly controlled heat/air conditioning temperature.						
Space provided for carry on parcels or other training materials.						
Any other remarks or comments:						

